

# CPAC 2000



# ON SITE TRAINING SCHEDULE

HQ U.S. ARMY MATERIEL COMMAND  
DEPUTY CHIEF OF STAFF FOR PERSONNEL  
5001 EISENHOWER AVENUE  
ALEXANDRIA, VIRGINIA 22333-0001



# HQ AMC CIVILIAN PERSONNEL ADVISORY CENTER

## FY00 ON-SITE TRAINING SCHEDULE

### GENERAL INSTRUCTIONS

SCOPE: The basic purpose of on-site training is in keeping with the guidance outlined in AR 690-400, designed and developed to address the training needs of the employees of Headquarters, United States Army Materiel Command (HQAMC). The courses offered are the result of the training needs survey conducted in March 1999. These training courses have been meticulously scheduled to appeal to and hopefully benefit all employees in mission related accomplishments. There is no charge for attending these courses. However, employees are required to register and obtain a confirmed space in order to attend training. Employees should not attend without notification. If a specific need exists for your organization, feel free to discuss it with the Civilian Personnel Advisory Center (CPAC) training program specialist, David Gardner, 617-9650.

GOAL: Is to provide on-site training to all HQAMC civilian supervisors, managers, employees, and serviced activities to include military personnel.

OBJECTIVE: To offer courses that appeal to employees as indicated by the annual training needs survey.

ELIGIBILITY: All personnel serviced by the CPAC, civilians and military personnel are eligible to attend on-site training courses.

#### REGISTRATION:

- A. On-site training courses are offered on a "first come, first serve" basis, unless otherwise stated.
- B. Employees can request a space by submitting a DD Form 1556 or HQ AMC Form 1, at least 15 workdays prior to the class start date. Applications should be sent through your Training Coordinator, to the CPAC, Attn: David Gardner, Rm. 7C22.
- C. All requests will be accepted and those without confirmed spaces will be placed in a standby status in order of receipt.
- D. Nominees will be notified if they have been selected to attend on-site training.

TRAINING ROOM: All training will be conducted in classroom 4C20 between the hours of 0830 and 1530 hours unless otherwise noted. Alternate training sites may be utilized but in a case by case basis.

**HQ AMC  
FY 00 ON-SITE TRAINING**

<u>DATE</u>	<u>COURSE</u>	<u>TIME</u>
<u>OCTOBER 1999</u>		
26	CPR – AHA HEARTSAVER COURSE	1000-1230
27	CPR – AHA HEARTSAVER COURSE	1000-1230
28	CPR – AHA HEARTSAVER COURSE	1000-1230
<u>NOVEMBER 1999</u>		
15-17	PLANNING FOR RETIREMENT SEMINAR	0830-1530
<u>DECEMBER 1999</u>		
2	EVELYN WOODS READING DYNAMICS	0830-1530
<u>JANUARY 2000</u>		
12	CAREER SUCCESS: THE PERSONAL ETHICS FORMULA	0830-1530
18	TIME MANAGEMENT	0830-1530
19-20	STRESS MANAGEMENT FOR EMPLOYEES	0830-1530
25-26	LEADERSHIP WHEN THE HEAT IS ON	0830-1530
<u>FEBRUARY 2000</u>		
1-2	GAUGING PROGRAM EFFECTIVENESS	0830-1530
8-9	GIVING PROFESSIONAL PRESENTATIONS	0830-1530
10	SELF-EDIFICATION: CREATING A POSITIVE ENVIRONMENT	0830-1530

16-17	ADVANCED WRITING	0830-1530
22-23	PERSONAL BUDGETING	0830-1530

**MARCH 2000**

1-2	IMPROVING PLATFORM SKILLS	0830-1530
7-9	PLANNING FOR RETIREMENT SEMINAR	0830-1530
14-15	LISTENING & MEMORY DEVELOPMENT	0830-1530
28-29	GOVERNMENT BUDGETING	0830-1530

**APRIL 2000**

5-6	FACILITATION SKILLS	0830-1530
12	CAREER SUCCESS: THE PERSONAL ETHICS FORMULA	0830-1530
25	NEGOTIATING SKILLS	0830-1530

**MAY 2000**

23-24	MANAGEMENT ANALYSIS SKILLS & REQUIREMENTS	0830-1530
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**JUNE 2000**

**JULY 2000**

**AUGUST 2000**

**SEPTEMBER 2000**